

SPRING 2008 MISSOURI ASSESSMENT PROGRAM

MISSING TEST MATERIALS FORM

This form is to be completed by the District Test Coordinator only. Use this form to notify CTB/McGraw-Hill and DESE of contaminated or damaged test books. **Contaminated test books should not be returned to CTB/McGraw-Hill. They must be securely destroyed at the test site.**

Fax this form, along with any supporting documentation to **BOTH:**

CTB:

MAP Missing Test Materials

Fax #: 866-405-4086

DESE:

Director of Assessment

Missouri Dep't of Elementary and Secondary Education (DESE)

Fax #: 573-526-0812

District Coordinator Name:

District Coordinator Phone #:

District Name and Number:

School Name and Number:

Security Barcode Number on
book (Example: MM123456):

Grade Level of Book:

Test Book Edition
(Regular, Large Print, Braille)

If book was assigned to a student:

Student Name:

Student MOSIS ID Number:

Explanation of how test book was contaminated or damaged, and what steps were taken to securely destroy it:

Please contact the CTB/McGraw-Hill MAP Service Line at 1-800-544-9868 with any questions.